

# AIP Conference Proceedings: *Guidelines on Using Previously Published Materials*

## Dear Author

This document is a guide for use by authors who are submitting a manuscript to an AIP Conference Proceedings and provides essential guidance on your use and reproduction of copyrighted material. We ask all authors to carefully consider the following advice and thank you in advance for your time to comply with these instructions.

If you are including material that has been previously published (e.g., illustrations or tables), you may be required to obtain permission, from the **original publisher**, to reuse that material. In addition, you must include the proper **credit line** within the figure/table caption of your submitted manuscript. The responsibility for obtaining permission for reuse of previously published material **rests with the author**; editors and staff of the AIP Conference Proceedings cannot proxy for the author in this regard. It is the author's responsibility to include, in the submitted manuscript, the appropriate **credit lines** as requested by the **original publisher**. We advise authors that obtaining permission from the original publisher **may take from 6 to 8 weeks**. Contact the original publisher immediately upon deciding to include previously published material in your manuscript.

### Missing permissions may lead to non-publication

Regretfully, papers submitted to AIP without appropriate copyright permissions **may be excluded from the proceedings without any opportunity to resubmit**. Seeking copyright permission at that late stage can cause significant delay in publication which would be unfair to other authors in the proceedings. You may find a suggested permissions request form contained within the guidelines package you downloaded (see the file **permission\_letter.pdf**).

## For previously published material, please follow the steps below

**Step 1** Was the material published in a journal owned by the American Institute of Physics (AIP)? Although you do not need permission from AIP to reuse material for an AIP Conference Proceedings that was previously published in another AIP-owned journal, you must include an appropriate credit line, stating the original source. An example of the recommended credit line appears below

Reprinted with permission from J. Chem. Phys. 128, 024365 (2008). Copyright 2008 American Institute of Physics.

The AIP-owned journals are listed at the end of this document.

**Step 2** If the previously published material was not published in an AIP-owned journal, then check the Copyright Clearance Center's RightsLink Service to see if the Original Journal or Publisher is a participant. RightsLink is a convenient web-based method of obtaining permission to reuse material from a wide variety of participating publishers. Authors

are encouraged to set up individual accounts with RightsLink; there is no charge to establish an account. A link to participating publishers may be found within the RightsLink web pages at <http://www.copyright.com>

**Step 3** If the previously published material was not published in an AIP-owned journal and the Original Publisher is not a participant with RightsLink, then visit the Original Publisher's website to find their guidelines for permissions and online permissions request form. If you need to contact the Original Publisher via e-mail, mail, or fax, you may find a suggested request form contained within the guidelines package you downloaded (see the file **permission\_letter.pdf**).

**Step 4** Obtain permission for reuse from the Original Publisher and include the appropriate credit line in the figure or table caption, as instructed by the Original Publisher. A credit line of "Used with permission" is not sufficient. An example of a typical complete credit appears below:

Reproduced with permission from J. Org. Chem. 63, 99 (1998). Copyright 1998 American Chemical Society.

In response to your request, the Original Publisher will provide you with their preferred wording for the credit line (in most cases). Note that even when reusing material in the public domain (for which obtaining permission does not apply), you must include an appropriate credit line, which states the original source. An example of an appropriate credit line for material in the public domain follows:

Reprinted from A. H. Harvey and J. C. Bellows, *Evaluation and Correlation of Steam Solubility Data for Salts and Minerals of Interest in the Power Industry*, NIST Technical Note 1387 (U.S. GPO, Washington, DC, 1997).

### You *do* need permission to

- Quote verse, either in whole or in part.
- Reproduce tables, graphs, drawings, and photos, or any copyrighted features that are complete in themselves.

Please also note the following:

- The mere *redrawing of an illustration is not enough to make it original*. There must be alterations that are themselves copyrightable. Even when intellectual additions are present, you must obtain permission from the copyright holder to alter the table or illustration.
- Acknowledgment of the source of material does not substitute for obtained permission to use the material. Always obtain permission when in doubt.
- It is a courtesy and it is in your best interest to notify the original author of your intention to reproduce his/her material. Many publishers actually require it.

### You *do not* need permission to:

- Use material from any AIP journal or magazine and also from select publications of constituent societies of AIP (please see the list of publications exempt from need of permission).
- Use material in the public domain (material that is no longer or never has been protected by copyright, e.g. United States government reports, NASA publications, DOE publications).

Note that a work which has passed into the public domain in the United States may still be protected under copyright in other countries. If so, you must obtain permission to use such material in order to enable AIP's worldwide distribution of your work.

- Include material that falls within the Freedom of Information Act. This would include work done by a U.S. government employee and work published by the U.S. government.
- Discuss another's ideas as long as that person's "literary expression" of the ideas is not used; you must keep in mind that the organization and selection of the material and its sequence are part of the "literary expression." When in doubt, obtain permission.
- Include material when the use constitutes "fair use," such as quoting or paraphrasing copyrighted material for the purpose of scholarly comment, illustration, or criticism within a limited scope.

## **AIP and member societies' journals which do not require permissions requests**

### **American Institute of Physics**

- *AIP Advances (Published under a Creative Commons License)*
- *AIP Conference Proceedings*
- *APL: Organic Electronics and Photonics*
- *Applied Physics Letters*
- *APL Materials (Published under a Creative Commons License)*
- *Applied Physics Reviews*
- *Biomicrofluidics*
- *CHAOS*
- *Computers in Physics*
- *Computing in Science & Engineering*
- *JCP: BioChemical Physics*
- *The Industrial Physicist*
- *Journal of Applied Physics*
- *The Journal of Chemical Physics*
- *Journal of Mathematical Physics*
- *Journal of Physical and Chemical Reference Data*
- *Journal of Renewable and Sustainable Energy*
- *Low Temperature Physics*
- *Physics of Fluids*
- *Physics of Plasmas*
- *Physics Today*
- *Review of Scientific Instruments*
- *Theoretical and Applied Mechanics Letters*

### **The Acoustical Society of America**

- *Acoustics Research Letters Online*
- *Acoustics Today*
- *JASA Express Letters*
- *The Journal of the Acoustical Society of America*
- *Noise Control*
- *Proceedings of Meetings on Acoustics*

- *Sound: Its Uses and Control*

### **American Association of Physics Teachers**

- *American Journal of Physics*
- *The Physics Teacher*

### **American Vacuum Society**

- *Journal of Vacuum Science and Technology*
- *Journal of Vacuum Science and Technology A*
- *Journal of Vacuum Science and Technology B*
- *Surface Science Spectra*

### **The Society of Rheology**

- *Journal of Rheology*